

**Committee on Research  
Application for Research Travel Grant**

First Name  <>  
Last Name  <>  
Department  <> No abbreviations please.  
Senate Title  ▼

Federation Title  ▼ **Please select your full Academic Federation title, including rank: "Associate Adjunct Professor"**

Employee ID  <> This is *not* your SSN. [\[FAQ\]](#)

Email  <> **All correspondence regarding your application will be done using your email. Please make sure you enter the address correctly.**

Phone  <> Extension  <> Please include your area code.

Dept Chair Name  <>  
Dept Chair Email  <> If you are the Dept Chair, please use the Dept Dean's name and email.

Dept MSO/PSA Name  <> **Chair approval of your application will be requested via email. Please make sure you enter the address correctly.**

Dept MSO/PSA Email  <> **Account information for awarded travel grants will be sent to the MSO via email. Please make sure you enter the address correctly.**

Departure Date  ▼  ▼  ▼ Applications must be received 30  
Return Date  ▼  ▼  ▼ days prior to departure date.

Name of sponsor or professional group  <>  
Conference/organization website address  <> **The committee checks the conference website to evaluate the purpose and significance of the meeting. Please make sure the web address is accurate.**

Meeting Location  <>

Dates of Meeting  ▼  ▼  ▼ to  
 ▼  ▼  ▼

Title of Paper/Poster  <>

Reason for Attending  ▼ **Discuss at length below.**

~~Under special circumstances, travel can be funded to a national meeting for the purpose of familiarizing oneself with a new field of scholarship. Under this provision, presentation of a paper would not be necessary. Only one such award can be made over a lifetime. If you are applying for travel grants in this category, please explain below:~~

**It is IMPORTANT that you explain in this field the importance of this trip to your research. Please utilize this field also to expand on your reason for attending this meeting. Include information that would not be otherwise determined from the conference website.**